Retention and Classification Report

Agency: District Court (Sixth District : Wayne County) (1696)

Wayne County Courthouse 18 South Main

Loa, UT 84747-0189

435-836-2479

Records Officer

00005	Civil case files
13449	*Civil judgments
18226	*Court case index
00007	Criminal case files
21894	Declarations of intention record book
13446	*Judgment record books
13448	Minutes
85225	*Naturalization record book
18261	Orders and decrees
00006	Probate case files
18314	Probate docket books
13447	*Probate orders and decrees
01380	*Probate record books
18225	*Registers of actions

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AGENCY: District Court (Sixth District : Wayne County)

SERIES: 5

TITLE: Civil case files

DATES: 1896-

ARRANGEMENT: Numerical by case number.

DESCRIPTION:

RETENTION:

Retain permanently

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 07/1990

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently or until microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Administrative Historical Legal

Historic court records provide information about individuals and about legal processes. Civil cases include divorces and ownership issues. Civil judgments may be of longstanding relevance, particularly judgments on water rights issues.

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AGENCY: District Court (Sixth District : Wayne County)

SERIES: 5 TITLE: Civil case files

(continued)

PRIMARY CLASSIFICATION:

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AGENCY: District Court (Sixth District : Wayne County)

SERIES: 13449

TITLE: Civil judgments

DATES: 1985.

ARRANGEMENT: none

DESCRIPTION:

This series contains civil judgments from Weber County. Some of the documents include: restraining orders, orders of dismissal, decrees, orders granting summary judgments, decrees of divorce, orders of annulment, and stipulations and motions.

RETENTION:

Retain Archives

DISPOSITION:

Transfer to the State Archives permanently.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in State Archives permanently.

APPRAISAL:

Historical Legal

Court records and judgments should be kept permanently.

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AGENCY: District Court (Sixth District : Wayne County)

SERIES: 18226

TITLE: Court case index 1896-1966.

ARRANGEMENT: Alphabetical by first letter of plaintiff surname.

DESCRIPTION:

Civil, criminal and probate case alphabetic indexes created by the Court, to record the names of the parties involved in civil, criminal and probate actions and provide assigned case numbers, facilitating clerical management of and access to the case files. The index contains plaintiff, defendant, register of action page number, case file number, and date of filing.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Administrative Historical Legal

This disposition is based on the 1993 records retention policy of the Utah Judicial Council (in UCA, Utah Court Rules Annotated, Appendix F), which has remained unchanged since the 1980 issue of the state Records Retention Schedule (Utah State Archives and Records Services, Department of Finance, 1980, page 1). The indexes have historical, administrative, and legal value and facilitate access to the permanent civil, criminal and probate case files which provide documentation about individuals, legal procedure, court history and functions, and other topics useful to legal researchers and historians.

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AGENCY: District Court (Sixth District : Wayne County)

SERIES: 18226 TITLE: Court case index

(continued)

PRIMARY CLASSIFICATION:

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AGENCY: District Court (Sixth District: Wayne County)

SERIES: 7

TITLE: Criminal case files

DATES: 1896-

ARRANGEMENT: Numerical by case files.

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 03/1983

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently or until microfilmed.

Microfilm master: Retain in State Archives permanently with authority to weed.

PRIMARY CLASSIFICATION:

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AGENCY: District Court (Sixth District: Wayne County)

SERIES: 21894

TITLE: Declarations of intention record book

DATES: 1896-1901

ARRANGEMENT: Chronological ANNUAL ACCUMULATION:

DESCRIPTION:

Record books noting the intention of a resident alien of becoming a United States citizen at some future date.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical Legal

Wayne County Declaration of Intention Books, 1896-1901. These records are valuable for research.

PRIMARY CLASSIFICATION:

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AGENCY: District Court (Sixth District: Wayne County)

SERIES: 13446

TITLE: Judgment record books

DATES: 1896-1983.

ARRANGEMENT: alphabetical by book

ANNUAL ACCUMULATION:

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently or until microfilmed.

Microfilm master: Retain in State Archives permanently with authority to weed.

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AGENCY: District Court (Sixth District : Wayne County)

SERIES: 13448
TITLE: Minutes

DATES: 1896-

ARRANGEMENT: Chronological ANNUAL ACCUMULATION:

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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Microfilm master: Retain in State Archives permanently with authority to weed.

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AGENCY: District Court (Sixth District: Wayne County)

SERIES: 85225

TITLE: Naturalization record book DATES: i 1896-1902.

ARRANGEMENT: Chronological.

ANNUAL ACCUMULATION: DESCRIPTION:

This series contains documentation of the final steps of becoming a United States citizen. The volume contains only a record of certificates of citizenship issued to the newly naturalized citizen. Each form gives the date, applicant's name, former country and kingdom, and current town and county of residence. A standardized summary of the procedures assured that the necessary evidence was provided and the required oaths taken. The judge then signed, attesting to the applicant's admission as a citizen. Although courts began keeping records separately in each county after statehood in 1896, an applicant could file in any court until 1906. The volume has only 5 pages of entries, but does include an applicant from Sevier County as well as the expected Wayne County applicants. In 1906, federal naturalization law required that an individual file in a court having jurisdiction over his area of residence, and the courts began using standardized federal forms.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

Microfilm master: Retain in State Archives permanently with authority to weed.

Paper: Retain in State Archives permanently and then microfilm.

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AGENCY: District Court (Sixth District : Wayne County)

SERIES: 85225 TITLE: Naturalization record book

(continued)

APPRAISAL:

Historical

PRIMARY CLASSIFICATION:

Page: 12

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AGENCY: District Court (Sixth District: Wayne County)

SERIES: 18261

TITLE: Orders and decrees

DATES: 1892-

ARRANGEMENT: unknown ANNUAL ACCUMULATION:

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 09/2009

FORMAT MANAGEMENT:

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Microfilm master: Retain in State Archives permanently with authority to weed.

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AGENCY: District Court (Sixth District: Wayne County)

SERIES: 6

TITLE: Probate case files

DATES: 1896-

ARRANGEMENT: Numerical by case number. **ANNUAL ACCUMULATION:** 0.10 cubic feet.

DESCRIPTION:

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1983

FORMAT MANAGEMENT:

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AGENCY: District Court (Sixth District: Wayne County)

SERIES: 18314

TITLE: Probate docket books

DATES: 1957-1966
ARRANGEMENT: unknown
ANNUAL ACCUMULATION:

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 09/2009

FORMAT MANAGEMENT:

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Microfilm master: Retain in State Archives permanently with authority to weed.

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AGENCY: District Court (Sixth District : Wayne County)

SERIES: 13447

TITLE: Probate orders and decrees

DATES: 1896-1948.
ARRANGEMENT: none
ANNUAL ACCUMULATION:

DESCRIPTION:

These record books contain transcripts of orders and decrees entered in civil and probate files.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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AGENCY: District Court (Sixth District: Wayne County)

SERIES: 1380

TITLE: Probate record books

DATES: i 1889-1987.

ARRANGEMENT: Alphanumerical with chronological entries

ANNUAL ACCUMULATION:

DESCRIPTION:

Probate record books contain the details of proceedings in estate and guardianship cases. Personal name change cases may also appear. For deceased persons, the will, appraisals and inventories, and the settlements are recorded. For guardianships, the appointment of a guardian and frequently an account of some property are noted. Adoption records give the full order of adoption, often with statements from both the natural and adoptive parents or a social service agency detailing circumstances of the adoption. The county probate court was responsible for the proceedings of these cases until statehood (1896), at which time the probate court was dissolved and the district court assumed the responsibility.

RETENTION:

Retain Permanent. In Archives custody.

DISPOSITION:

Transfer to the State Archives permanently.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Microfilm master: For records beginning in 1889 through 1974. Retain in State Archives permanently.

Microfilm duplicate: For records beginning in 1889 through 1974. Retain in State Archives permanently.

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AGENCY: District Court (Sixth District : Wayne County)

SERIES: 1380 TITLE: Probate record books

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AGENCY: District Court (Sixth District: Wayne County)

SERIES: 18225

TITLE: Registers of actions

DATES: 1896-1957.

ARRANGEMENT: Chronological by initial action in case

ANNUAL ACCUMULATION:

DESCRIPTION:

Records and documents pertaining to a particular civil, criminal or probate action are filed together by the court clerk and collectively these documents constitute the case file. As these records or actions are filed, the clerk enters them in the registers which comprise this series. A register of actions may contain the following entries for each case: name of the attorney for plaintiff and defendant, name of the judge presiding over the case, petitions, complaints, summons, answers to summons, orders from the court, assignment of judges, exhibits, judgment, findings and conclusions, costs, decrees, requests by attorneys for instructions to the jury, verdict, motions for cross complaints or new trials, amendments to previous answers, disclaimers, bonds, and inventories.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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Microfilm duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Administrative Historical Legal

This disposition is based on the legal and historical value of the REGISTERS OF ACTIONS. The court clerk is required by law [UCA X, (79) (a)] to keep a register of actions that functions as a chronological list of papers filed and fees paid which relate to

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AGENCY: District Court (Sixth District : Wayne County)

SERIES: 18225 TITLE: Registers of actions

(continued)

individual civil actions.

PRIMARY CLASSIFICATION: